



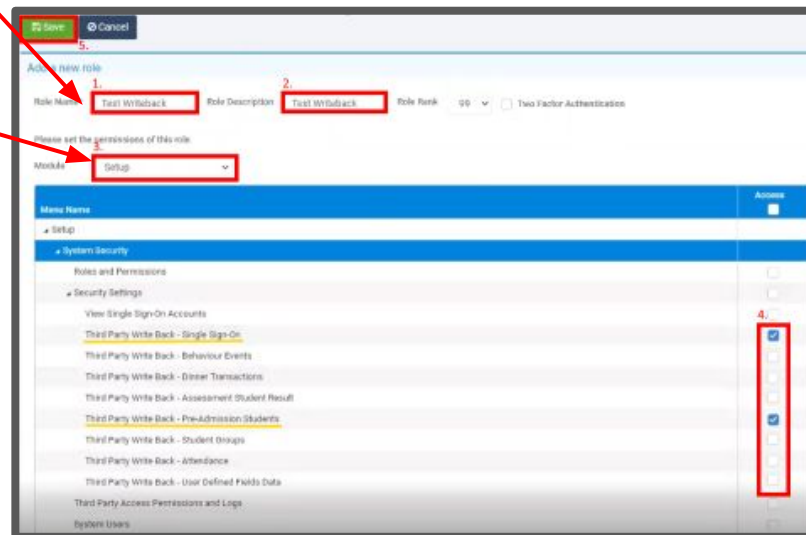
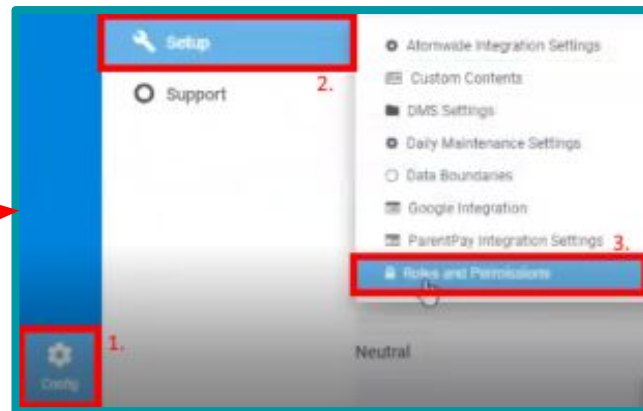
***Bromcom***

# Bromcom MIS Role, User Account and Permissions Setup



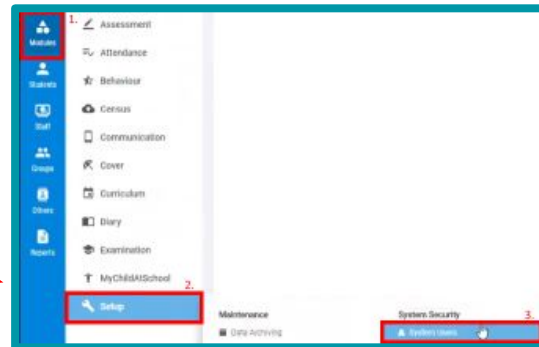
## Step 1: Creating a new Third Party Role

1. Click **Config** → **Setup** → **Roles and permissions**
2. Click **New**, and give it the Role Name and Role Description  
*\*Do not use the existing third party role, make sure to click New and create a new one.*
3. Change **Module** drop down to Setup.
4. Select or tick the required Access permissions which are listed below:  
  
*Single Sign-On*  
*Pre-Admission Students*  
*Student Groups*  
*User Defined Fields Data*
5. Click **Save** to finish.



## Step 2: Creating a User Account for Admissions+

1. Click **Modules** → **Setup** → **System Users**
2. Click **New** → select '**Create a New User**'
3. Assign the user the following:  
First Name: **Admissions**  
Last Name: **Writeback**
4. Under User login details please assign the following Username: **Admissions** (Note: The username must not contain characters).
5. Please also assign a new password and confirm it in the Confirm Password field. **NOTE: DO NOT USE SPECIAL CHARACTERS IN YOUR PASSWORD INCLUDING '&', '+', '@', '\$' AND '%'**  
*Make sure you note these login details down.*
6. Please make sure to **deselect or un-tick** 'User must change password at next login' option.
7. Under Roles, please select the following:
  - The default role '**Third Party**' role usually found in the middle column.
  - The '**Third Party Writeback - Admissions+**', we created in Step 1
8. Click **Save** to finish.

This screenshot shows the 'Create a New User' form. Red boxes and arrows indicate the following steps:

- 1. 'Create a new user' button.
- 2. 'First Name' field containing 'Test'.
- 3. 'Last Name' field containing 'Test'.
- 4. 'Username' field containing 'Testusername'.
- 5. 'New Password' field.
- 6. 'Confirm Password' field.
- 7. 'User must change password at next login' checkbox (which is unchecked).
- 8. 'Third Party' role selected in the 'Roles' section, and 'Third Party Writeback - Admissions+' role selected in the 'Third Party Writeback - Admissions' section.

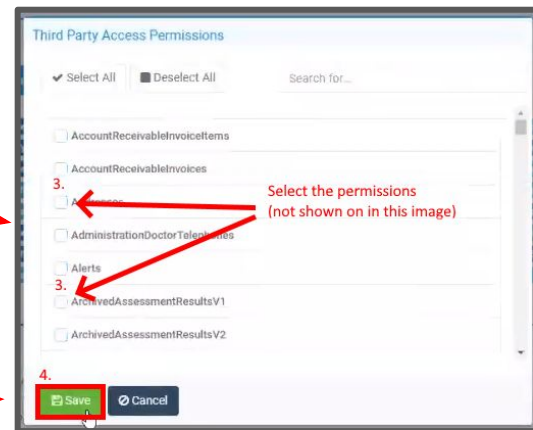
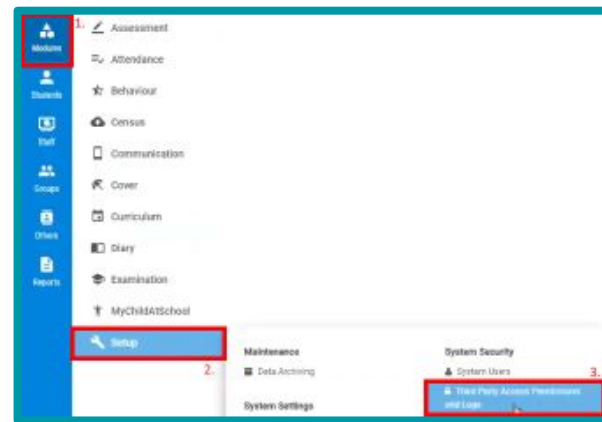
## Step 3: Selecting the permissions for the new user account

1. Click **Modules** → **Setup** → **Third Party Access Permissions And Logs**
2. Select the Third Party account we have just created in Step 2 from the drop down list: **Admissions (1.)**
3. This will appear with no permissions given. Please click '**Manage Permissions**' (2.)

In the 'Manage Permissions' selection window you will need to select the permissions listed below:

Addresses	PreAdmissionGroups
Classes	PreAdmissionStudents
CollectionAssociates	Schools
Collections	SENStudentNeeds
Contacts	SENStudents
Emails	StudentContacts
Ethnicities	StudentPreviousSchool
Languages	Students
MedicalConditions	StudentSchoolTransportInformation
ParentalConsentTypes	StudentSurgeries
People	StudentSurgeryDoctors
PersonAddresses	Telephones
PersonBirthCountry	UserDefinedFieldInstanceOptions
PersonEnglishProficiencies	UserDefinedFields
PersonMedicalConditions	YearGroupClasses
PersonNationalities	YearGroups
PersonTelephones	YearGroupSubjectStudents
	YearGroupSubjectTeachers

4. Click **Save** to finish.



## Step 4: Saving the API user on Admissions+

1. Log into Admissions+.
2. Navigate to **Settings** → **School Settings** → **Integration Settings**
3. Select '**Bromcom**' from the integration List
4. Enter the following details into the fields:

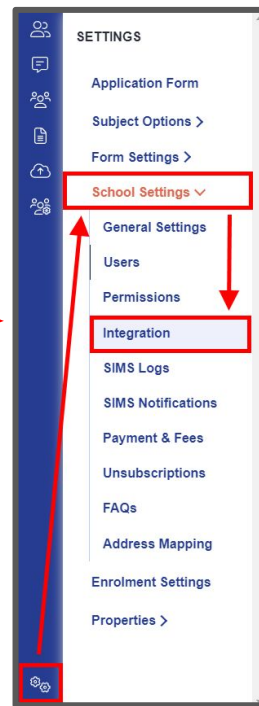
Username: *Should be **Admissions***

Password: *Use the password assigned in Step 2.*

School ID: Your Bromcom School ID Number.

API Endpoint: *Please leave blank.*

5. Click **Save** to finish.
6. Click on **Verify Bromcom Credentials/Permissions** to validate your MIS Credentials



Integration platform

Bromcom

Username

Admissions

Password

.....

School ID

20001

MIS Credentials Validation

Credentials are not verified!

Verify Bromcom Credentials/Permissions

MIS Credentials Validation

Bromcom credentials are valid.